



Greenwood County, SC

Job Description

FLSA: Non-Exempt	Exemption: N/A (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).
Class Title: Maintenance Supervisor	Department: Parks and Recreation
Pay Grade: 114	Revised: 7/1/15

General Description

The purpose of this class within the organization is to coordinate and supervise all maintenance and repairs of county buildings, grounds and equipment. Supervises maintenance workers; reviews work of subordinates for completeness and accuracy.

Works independently, under limited supervision, reporting major activities through periodic meetings.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

Essential Functions:

Supervises and/or completes diagnostic, electrical, plumbing, carpentry, mechanical and grounds keeping work as necessary to maintain Parks and Recreation Department offices, facilities, parks, athletic fields, equipment and vehicles.

Supervisory duties include instructing; assigning, reviewing and planning the work of others; maintains standards; coordinates activities; allocates personnel; selects new employees; acts on employee problems and recommends employee transfers, promotions, discipline and discharge.

Additional Duties:

Makes sure there is adequate inventory of maintenance supplies and equipment.

Ensures proper and safe working condition of equipment and vehicles.

Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.

Ensures subordinates work complies with quality and safety.

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Performs related work as assigned.

Responsibilities, Requirements and Impacts:

Data Responsibility:

Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Collects, classifies or formats data or information in accordance with a prescribed schema or plan to facilitate the identification and extraction of useful information.

People Responsibility:

People include co-workers, workers in other areas or agencies and the general public.

Provides information, guidance or assistance to people that directly facilitates task accomplishment; may give instructions or assignments to helpers or assistants.

Asset Responsibility:

Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management of a small division; handles supplies of high value or moderate amounts of money consistent with the operation of a small division.

Mathematical Requirements:

Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.

Uses addition and subtraction, multiplication and division and/or calculates ratios, rates and percentages.

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Communications Requirements:

Communications involves the ability to read, write, and speak.

Reads routine sentences, instructions, regulations, procedures or work orders; writes routine sentences and completes routine job forms and incident reports; speaks routine sentences using proper grammar.

Judgment Requirements:

Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

Responsible for guiding others, requiring frequent decisions, affecting the individual, co-workers and others who depend on the service or product; works in a somewhat fluid environment with rules and procedures, but many variations from the routine.

Complexity of Work:

Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

Impact of Errors:

Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.

The impact of errors is moderate – affects those in work unit.





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Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Performs medium level work that involves walking or standing most of the time and involves exerting up to 50 pounds of force on an occasional basis.

Equipment Usage:

Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.

Leads or handles machines, tools, equipment or work aids involving moderate latitude for judgment regarding attainment of a standard or in selecting appropriate items.

Unavoidable Hazards:

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

Occasional exposure to chemicals, fumes, and/or noxious odors. Outdoor work dealing with extreme hot and cold temperatures

Safety of Others:

*Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. **(Does not include safety of subordinates)**.*

Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

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Minimum Education and Experience Requirements:

Requires High School graduation or GED equivalent supplemented by specialized courses/training equivalent to completion of one year of college in mechanical/electrical repair and landscaping.

Requires four years of experience of building and grounds maintenance experience, some of which has been in a supervisory capacity OR an equivalent combination of education, training and experience.

Special Certifications and Licenses:

None.

Americans with Disabilities Act Compliance

Greenwood County is an Equal Opportunity Employer. ADA requires Greenwood County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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